



Department
for Education

Early years census 2016

Guide, version 1.1

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Version history

This gives details of any changes made to the content of this document from the 2015 early years census and any subsequent changes made to the first published version.

1.0	<p>All dates updated.</p> <p>1.2.1 – Early years pupil premium – added</p> <p>1.3.1 – Which census should be used - added</p> <p>4.2.1 b) – Early years teacher status – added</p> <p>4.2.4 – Total establishment staff with EYTS – added</p> <p>4.2.8 – Staff working with 2, 3 and 4 year olds with EYTS - added</p> <p>5.2.1 – Child ethnicity – update to reflect change to Gypsy / Roma codes</p> <p>5.2.6 – Early years pupil premium – added</p> <p>5.3.1 – SEN provision – updated to reflect 2015 SEND code of practice</p>	Phil Dent 24/07/2015
1.1	<p>4.1.10 – EY provider email – note added that provider contact details may be requested via an FOI and that where possible personal email addresses should not be used</p>	Phil Dent 29/09/2015

1. Introduction

1.1 Purpose of this document

This document is provided for use by local authorities who fund early years provision, to enable relevant staff to:

- understand the rationale behind, and purpose of, the early years census (section 1)
- prepare for the early years census
- populate their systems with the required data for children and providers (sections [4](#) and [5](#))
- keep their data up to date during the year; and
- complete the early years census return for 2016 (section [2](#))

It is envisaged that this document will be used as a handbook by local authorities for data collected and stored throughout the year, rather than just as guidance on census day.

This document is published on the department's [website](#).

Local authorities may choose to use it directly with their providers or adapt it to suit their local needs as appropriate. Software suppliers and developers of in-house systems may also find it a useful reference document.

Information on how the data collected in the early years census is used in the calculation of the dedicated school grant is published on the department's [website](#).

1.2 Changes from the 2015 early years census

1.2.1 New data items

(a) Early years pupil premium [used for funding]

This new data item (see paragraph [5.2.6](#) below) records the eligibility; and basis of funding; for the early years pupil premium. This information is used to fund schools, private, voluntary and independent providers and therefore must be accurately recorded.

1.3 Who is in the scope of the early years census?

All English providers of funded early education in the private, voluntary and independent (PVI) sectors are within the scope of the early years census. From 2008, it became mandatory to collect the data for the early years census at individual child level and only in relation to those children taking up a funded place. Other children fall outside the

scope of the census except for a few aggregate measures at establishment level. The census must only include PVI providers that have funded children. Any PVI provider within the local authority that has *no funded* children at the time of the census must **NOT** be included.

For the purposes of this collection the following ages are defined as:

- a 2 year old has a date of birth between 1 January 2013 and 31 December 2013
- a 3 year old has a date of birth between 1 January 2012 and 31 December 2012; and
- a 4 year old has a date of birth between 1 January 2011 and 31 December 2011

1.3.1 Which census should be used?

Schools with onsite early years **funded** provision make their return via **EITHER** the school census **OR** the early years census, **BUT NOT BOTH**. This paragraph sets out which census is to be used to return data on children receiving **funded** early education:

- registered pupils of the school (2, 3 and 4 year olds depending on the statutory age range of the school) are recorded via the **school census** (and **not** the early years census)
- children (aged 2, 3 and 4) attending a separate Ofsted registered PVI provider on a school site, are recorded via the **early years census** (and **not** the school census)
- children attending s27 (governor run) provision should be **either**:
 - recorded via the **school census** if they are registered pupils of the school (can include 2 year olds if the school's statutory age range covers 2-year-olds); **or**
 - recorded via the **early years census** if they are not registered pupils of the school

Children may, of course, appear on the two different censuses if their free entitlement is split between two different settings. In which case, of course, the number of funded hours for each child across all provision is limited to 15 (or 25 if they are aged 4 at the start of the academic year and attending full-time).

1.4 Rationale behind the early years census

The child-level early years census was collected nationally for the first time in 2008. Its introduction meant that individual-level data on three and four-year old children in early years settings was available in a similar manner to that collected on children in mainstream schools via the school census. This enables a more accurate distribution of funding to schools and local authorities, better demonstration of proper accountability for the expenditure in this area, and better formulation and evaluation of policy. The

collection of individual-level data on funded two year olds was introduced to the early years census in 2014.

When developing data collection, the department is committed to four key principles. These are that:

- data should be collected once and used many times
- collection and sharing of data should be fully automated
- the value of any data collected should demonstrably outweigh the costs; and
- personal data on individuals should be properly protected

The data items in the early years census (listed in sections [4](#) and [5](#) of this document) are only those items that are essential and likely to be held by most providers or local authorities.

The data collected and transmitted are as defined in the common basic data set ([CBDS](#)).

1.5 Statutory basis of the census

The individual level data collection from PVI settings is a statutory requirement on providers and local authorities through regulations under [Section 99 of the Childcare Act 2006](#) and [The Education \(Provision of Information About Young Children\) \(England\) Regulations 2009](#).

This means that:

- the word “providers” is applied to both individual childminders and childminder agencies
- providers do not need to obtain consent for the provision of information from parents of individual children. They must, however, meet their obligations to data subjects under the data protection act – see paragraph 1.6 below
- providers and local authorities are protected from any legal challenge that they are breaching a duty of confidence; and
- providers are required to complete a return

1.6 Data protection

Data from which it is possible to identify children (in any medium, including within a MIS) is personal data. Such personal data must be managed in accordance with the requirements of the [Data Protection Act 1998](#). All staff with access to personal data are to be aware of their responsibilities under the Act. Local authorities should advise providers about their responsibility to hold data in accordance with the Act, including the

requirement to issue parents with a fair processing notice explaining how their data and data about their child is to be used.

1.7 Structure of the early years census

The 2016 early years census is in two parts – establishment level and child level - with each level containing groupings of individual data items. The data items contained within each level are listed at paragraphs [4](#) and [5](#).

1.8 Key concepts

1.8.1 Data quality

In order to properly account for children taking up funded early education places and to allocate funding fairly, it is important that the data collected by providers and local authorities - for onward transmission to the department - is both accurate and complete. In sections [4](#) and [5](#) there is a complete list of data items required by the census, together with an explanation of each item. For instance, it is important that a child's correct and full name is recorded and not just a shortened version. Where providers of data adhere to this requirement, it will help ensure that duplicate records are quickly identified and aid the speed of the process by which funding is allocated to providers.

1.8.2 Duplicate records

A child may legitimately attend more than one early years (EY) setting. It is only a problem if the total number of funded hours for a child exceeds the funded entitlement, which is currently 15 hours a week for 38 weeks a year. It is likely that the only time that this will be identified is when duplicate names are submitted to the local authority by two different providers or when the department finds duplicates for a child accessing a funded place in a neighbouring local authority.

Providers and local authorities are requested to make every effort to avoid duplicate records being submitted. A report is available on the COLLECT system which identifies duplicate records. Where duplicate records are discovered during or after the process to allocate funding, discussions will need to take place between the providers concerned and the local authorities involved in order to clarify where the funding for the particular child is to be allocated.

1.8.3 Unique identification

Whilst much consideration has been given to how a child can be uniquely identified, the unique pupil number (UPN), which is used in schools, is not available for children in PVI provision. As such, child record matching is based on name, date of birth and postcode of each child and it is very important that the data provided for these items is accurate.

2. Completing the early years census

This section provides information on how to complete the census. It covers when the census is prepared, when data is generated and what steps are to be taken on or around census day.

2.1 Census dates

Every local authority is required to provide an individual child level early years census return in 2016 to the department.

Every funded PVI EY setting in England is required to provide the necessary information to their local authority to enable them to complete this return.

The key dates are as follows:

- Thursday 21 January 2016 is census day. The census will collect data on all children accessing funded provision during census week
- Friday 11 March 2016 the deadline for the 2016 submission of data to the department
- local authorities may want to notify their providers of their own local deadline for the submission of data and it is vital that they comply with these

2.2 Census generation process

1. Data from PVI providers is passed to the local authority early years contacts and may be in paper or electronic format. A data collection template is available at [annex A](#) with a guide to completion at [annex B](#), which local authorities can choose to use with their providers. The data provided must be signed off as accurate and complete by the head of the establishment.
2. Local authority either inputs or imports data into its own MIS. Data will preferably be validated on entry.
3. Any queries are resolved between the local authority and the provider.
4. Local authority produces the census return according to the business and technical specification published on the department's [website](#).
5. Local authority uploads the return to the department via the COLLECT [system](#).
6. Further validation takes place in COLLECT. Any errors are resolved in partnership with the provider so that consistency of records is maintained.
7. Local authority return is finally submitted to the department via COLLECT no later than Friday 11 March 2016.

2.3 Provision of data by early years settings to the local authority

Providers must ensure that their data is produced to reflect the children receiving funded early education in their setting on census day and that all data items described in sections [4](#) and [5](#) are completed. As soon as possible after that, this information is to be submitted to their local authority contact and this may be in either paper or electronic format. Providers and local authorities must agree a process for this to take place. Local authorities may choose to use the template at [annex A](#).

Validation of data supplied by local authorities is undertaken within the COLLECT system. Any validation that takes place prior to loading is very helpful. This will reduce the number of validation errors when the census return is generated, and substantially reduce the number of errors in your return and the work needed to subsequently resolve these.

We recognise that providers will vary in their means of producing a paper or electronic return and, therefore, do not prescribe how the data is transmitted to the local authority. It is the responsibility of the local authority to provide a means of transferring data between the provider and the local authority.

2.4 Data checking and validation

Census data is used by the department's policy divisions, other government departments, local authorities, schools, external agencies and educational researchers. The data is also used for funding purposes and accuracy of data is therefore paramount.

The software may contain a series of 'data checks' which help to identify and correct errors and inconsistencies in the data prior to generating the census return. Please go through this process carefully as it will substantially reduce the number of validation errors in the return and the work needed subsequently to resolve these.

Local authorities must ensure that every return from providers or from Childminder Agencies (CMAs) has been authorised by the head of the establishment.

2.5 Resolving conflicts

Errors and inconsistencies in the data are resolved between the local authority and the provider before the full return for the local authority is run. Local authorities must advise their providers of the means by which this process will be undertaken.

2.6 Generation of the early years census return by the local authority

This guide is to be read in conjunction with the early years census business and technical specification which is published on the department's [website](#).

For the individual level data collection you will need to export your data from the spreadsheet or database you are using and load it into the department's COLLECT system.

The business and technical specification outlines the requirements for a single data file from each EY setting within an authority. If there are, for example, 120 EY settings within your authority then the department will expect 120 files with each one containing a return from a setting. Each file must contain data as outlined in the specification in respect of content, structure, and format.

2.6.1 CSV to XML converter spreadsheet

The department can only accept data that conforms to the xml structure as per the specification. If the data is organised in any other way then it will not load and will not be validated. In these circumstances, the data will need to be reformatted in such a way as to bring it in line with the specification.

A single file per setting is required that complies with the structure and format as set out in the specification and this should, ideally, be an xml file. However, if the local authority has generated a csv file (which is compliant with the structure in the specification) then this may be rendered loadable if it is passed through the csv to xml converter tool that the department makes available. This tool outputs a correctly formatted xml file that can then be uploaded into COLLECT. Please contact the data collection helpdesk to request this converter by completing a service request [form](#).

2.6.2 Data entry spreadsheet

The department provides a data entry spreadsheet which enables the input of file header and individual pupil record information. On completion of entry of the data the file can then be converted to xml format, via the spreadsheet, to allow for uploading to COLLECT. The availability of the data entry spreadsheet will be announced in the early years census 'early warning' and 'final readiness' news bulletins and published on the department's [website](#).

2.7 Sending the early years census return to the department

Local authorities will submit the required data to the department via COLLECT using the following steps:

- log onto the department's secure website.
 - to upload a file either:
 - upload a single establishment file - access COLLECT as many times as you wish and upload single files (drip feeding)
- or
- upload a ZIP file containing the files from many individual establishments - COLLECT will “unpack” the ZIP file and load and validate your data return

Successfully loaded data is subjected to validation. If you have loaded a ZIP file containing data from many providers then the validation process may take some time.

After validation is complete you are able to view your data return and observe the validation outcomes and decide if any further action is required in response to them. For example, you may need to query something with a setting and return to COLLECT to make a change to the data. You may wish to run a report from COLLECT or export the validated data set so that you can use it in another system. Ultimately you must ‘approve’ the data so that the department can consider it to be finalised.

The above is a brief outline of the process. Prior to the data collection you will be able to access detailed COLLECT guidance documentation. Availability of this guidance will be announced in the early years census ‘early warning’ and ‘final readiness’ news bulletins and published on the department's [website](#).

3. Preparation – data items required

3.1 Introduction

Most of the data items collected in the early years census are those which a provider is expected to use to secure funding and for its own purposes. The majority of items will be kept up to date as part of normal business processes.

Sections [4](#) and [5](#) give detailed information of all the data items that are required for the census

3.2 Data to be collected in the early years census

The early years census collects two sets of data:

Data level	Description
Establishment level	Data relating to the PVI early education provider.
Pupil / child level	Data relating to the individual child taking up funded early education

The data items are fully defined in the [business and technical specification](#) and the [CBDS](#). Additionally, codesets for individual data items are given at section [8](#).

4. Establishment level

This section lists in detail the data items required for the establishment level of the early years census

4.1 Establishment characteristics module

4.1.1 Local authority (LA) Number

The local authority three digit code identifies a particular local authority. The local authority number represents the one that is responsible for funding children within the setting. It relates to the geographical area within which the provider is situated.

Please note: This is also important for agency-registered childminders (CMs) as a childminder agency (CMA) may operate across a number of local authorities with CMs based in different local authorities. The census return is to be sent to the local authority which funds the CM (which will be the local authority in which the CM operates). It is vital that this is correct as errors may affect the calculation of the local authority dedicated school grant (DSG) and the recording of take-up figures at local authority level.

4.1.2 Establishment unique reference number

The local authority issued unique reference number (URN) for the EY provider must be used by all PVI providers and independent CMs submitting a census return direct to the local authority. As CMAs are not required to give their registered CMs a reference number, local authorities must allocate a URN for each return submitted by a CMA on behalf of their CMs before submitting data to the department.

4.1.3 Ofsted EY URN

The Ofsted unique reference number for the EY provider. A 6 digit number prefixed by 'EY'. Ofsted will also provide the reference number for CMAs. CMs registered with agencies will not have an Ofsted EY URN.

4.1.4 Establishment name

EY provider establishment name in full.

4.1.5 Telephone number

Main EY provider telephone number which is used for official purposes.

4.1.6 Postcode

The code allocated by the post office to for the establishment address.

4.1.7 Collection contact surname

Surname of the contact for enquiries in connection with the collection.

4.1.8 Collection contact forename

Forename of the contact for enquiries in connection with the collection.

4.1.9 Collection contact middle name(s)

Middle name(s), where appropriate, of the contact for enquiries in connection with the collection.

4.1.10 EY provider e-mail

The e-mail address provided must be for an account that is used on a regular basis and one that is accessible to the main contact. This e-mail address may be used for future correspondence from the department.

Please note: Although the department will not routinely make this information available to the general public, please be aware that this information may be released to third parties under the Freedom of Information Act 2000 (Fol) where requested. Therefore, please only provide official business contact details, or, where personal email addresses are supplied, ensure that these are addresses which the contact would not object to being released under the Fol Act 2000. The department cannot control the use of contact details once released into the public domain.

4.1.11 Contact position

Position of contact within the EY provider (free text), eg proprietor, manager.

4.1.12 Category of EY provider

Shows the category of provision – eg private or voluntary (see codeset at section [8](#)).

4.1.13 EY Provider category other

Shows the category of provision where the category is not one of the named values. Accompanying textbox only applicable where 'category of EY provider = OTHR' - see codeset at section [8](#).

4.1.14 Type of EY setting

Shows the type of provider eg day nursery - only applicable where 'category of EY provider' is 'PRIV' or 'VOLY' (other providers do not need to complete this and should leave it blank) - see codeset at section [8](#).

4.1.15 EY setting type other

Shows the type of setting where the EY setting is not one of the named values in the codeset. Accompanying textbox only applicable where 'type of EY setting = OTH' - see codeset at section [8](#).

4.1.16 EY day care

Whether full day or sessional care is provided - only applicable where 'category of EY provider' is 'PRIV' or 'VOLY' - see codeset at section [8](#). Other providers do not need to complete this and should leave it blank.

4.1.17 EY day care other

Shows the type of day care where the care provided is not one of the named values. Accompanying textbox only applicable where 'type of day care = 'O''. Other providers do not need to complete this and should leave it blank.

4.1.18 Continuous opening

Indicates whether or not the provider is open continuously throughout the day.

4.1.19 Maintained school relationship

Indicates whether or not an EY provider operates on the premises of a maintained school, or has a contract or partnership agreement with a maintained school.

4.1.20 Other establishment partnership

Indicates whether or not an EY provider works in partnership with another establishment to provide funded early education.

4.1.21 EY hours open per week

Number of hours each week that the EY provider is open for (to the nearest half hour, and where the half hour is represented by 0.5).

4.1.22 EY weeks open per year

Number of weeks per year that the EY provider is open for (to the nearest half week, and where the half week is represented by 0.5).

4.1.23 EY funding weeks

For how many weeks in the current calendar year is the provider open and funded by the local authority (to the nearest half week, and where the half week is represented by 0.5). This item is only mandatory for providers open and funded for more than 38 weeks.

4.2 Staff information module

4.2.1 Types of staff qualifications

There are three types of early years teacher qualification:

- a) Qualified teacher status (QTS). QTS is the recognised level of qualification for teachers in most schools. Staff may have followed different routes to achieve this status, including the successful completion of an approved course of initial teacher training. Those with QTS will have demonstrated that they meet the requirements of the Teacher Standards.
- b) Early years teacher status (EYTS). EYTS is a professional accreditation endorsed by government for graduates who have demonstrated that they meet the requirements of the Teachers' Standards (Early Years). The standards focus on high quality practice with the birth to five age range. This status was introduced in September 2013. The number of staff at establishments with EYTS was not specifically asked for as part of the 2015 early years census, if local authorities queried this category, they were advised to report them.
- c) Early years professional status (EYPS). EYPS is a professional accreditation endorsed by government for graduates who have demonstrated that they meet the requirements of the EYPS standards. The standards focus on high quality practice with the birth to five age range. The EYPS training programme was closed to new entrants in September 2013 and has been replaced by the EYTS programme.

4.2.2 Total teaching staff at establishment

The total number of teaching staff, both paid and unpaid, at an establishment from which EY data is collected. Includes EY and other staff.

4.2.3 Total staff at establishment with qualified teacher status (QTS)

Those of the total teaching staff with qualified teacher status (QTS).

4.2.4 Total staff at establishment with early years teacher status (EYTS)

Those of the total teaching staff with early years teacher status.

4.2.5 Total staff at establishment with early years professional status (EYPS)

Those of the total teaching staff with early years professional status.

4.2.6 Teaching staff participating in EY education

Number of staff working directly with 2, 3 and 4 year old children.

4.2.7 EY staff with qualified teacher status (QTS)

Those of the teaching staff with QTS who are working directly with 2, 3 and 4 year old children.

4.2.8 EY staff with early years teacher status (EYTS)

Those of the teaching staff with EYTS who are working directly with 2, 3 and 4 year old children.

4.2.9 EY staff with early years professional status (EYPS)

Those of the teaching staff with EYPS who are working directly with 2, 3 and 4 year old children.

4.3 Pupil/child statistics module

4.3.1 Number of 2 year olds

Total number of 2 year olds accommodated (funded and non-funded pupils). Zero means none at this age.

4.3.2 Number of 3 year olds

Total number of 3 year olds accommodated (funded and non-funded pupils). Zero means none at this age.

4.3.3 Number of 4 year olds

Total number of 4 year olds accommodated (funded and non-funded pupils). Zero means none at this age.

5. Pupil / child level

This section lists in detail the data items required for the pupil/child level of the early years census.

5.1 Pupil / child identifiers module

5.1.1 Pupil / child surname

Full legal surname, as the provider / local authority believes it to be (providers / local authorities are not necessarily expected to have verified this from a birth certificate or other legal document).

5.1.2 Pupil / child forename

In full, not shortened or familiar versions.

5.1.3 Pupil / child middle name

In full, not shortened or familiar versions. If child has no middle name(s) then this field must be left blank.

5.1.4 Pupil / child preferred surname

Surname (as written) most commonly used in the provider.

5.1.5 Date of birth

The child's date of birth.

5.1.6 Gender

Gender of child - see codeset at section [8](#).

5.2 Pupil / child characteristics module

5.2.1 Child ethnicity

There is a list of recognised and acceptable ethnic descriptions and codes at section [8](#). Providers are asked to record these according to how the parent(s) describe the child's ethnic origin and not as they perceive the child. Information on the ethnicity of recipients of funded EY places will be used to monitor inclusion strategies and other government and local initiatives.

The collection of ethnicity data from parents is not mandatory and parents are not obliged to provide this data if they do not wish to do so.

The value of 'NOBT' (Not obtained) should be used if this information has not been collected. If parents have refused to provide the information then code 'REFU' (did not wish to be recorded) should be used.

Please note: The code for Gypsy / Roma has had 3 sub-sets added:

- Gypsy
- Roma
- Other Gypsy / Roma

Whilst the main code remains in use, these new codes provide scope for more detailed classification where required.

5.2.2 Funded hours

The number of hours funded per week by the local authority for the child at the provider (to the nearest 0.5 hour).

5.2.3 Hours at setting

The total number of local authority funded and unfunded hours that the child spends at the provider per week (to the nearest 0.5 hour).

5.2.4 Total funded spring hours

Where the provider is funded for more than 38 weeks of the year, the number of hours for which the local authority is paying for the child between 1 January and 31 March (required to the nearest 0.5 hour).

5.2.5 Basis for funding

The basis on which a 2 year old has been funded for an early education place. This information will be provided for the early years census by the local authority providing the funding for the 2 year old child rather than the early years setting that provides the education for that child. This data item is **NOT** required for 3 and 4 year olds.

Children may meet more than one criterion given in the codeset below and each that applies should be returned in the census.

Code	Description
ECO	Economic criteria
HSD	High-level SEN or disability
LAA	Looked after or adopted from care

Since this data item is to be populated by the local authority, it is not included in the data collection template in [annex A](#).

5.2.6 Early years pupil premium [used for funding]

Early years pupil premium (EYPP) was introduced for disadvantaged three and four year olds in April 2015. All three and four year olds are entitled to up to 15 hours per week of government funded early education for 38 weeks of the year. Children will be eligible for EYPP if they are receiving any hours of early education and:

- meet the benefits related criteria for Free School Meals (please note: meals delivered as part of the universal entitlement are **not** FSM)
- are in the care of the local authority (in England and Wales))
- have left care (in England or Wales) through:
 - adoption
 - special guardianship
 - a child arrangement order (formally known as a residence order)

This field also records the basis of eligibility:

- [EE] – eligible through economic reasons
- [EO] – eligible through other reasons
- [EB] – eligible through both reasons
- [EU] – eligible through unknown reasons

5.3 Special educational needs module

5.3.1 SEN provision

The special educational needs and disability provision types are consistent with the 2015 [SEND Code of Practice](#) see codeset at section [8](#).

With respect to code 'S' – statement of SEN, where a child had a statement prior to 1 September 2014, this may be retained (until 2018). There should be no new statements within this census, with children being provided with an education, health and care (EHC) plan.

5.4 Individual level data on funded 2 year olds

Individual child level data is required in the 2016 early years census for all funded 2, 3 and 4 year olds. Individual child level data is not required for non-funded 2, 3 and 4 year olds.

5.5 Home information module

Address information should be provided in whichever format the data is currently held within a management information system – in either BS7666 format or Address Line format. Postcode **must** be provided with either format.

A valid BS7666 address will contain a minimum of SAON (the dwelling), the street and at least one of locality, town, administrative area or post town. For a line address, the minimum of address line 1 plus one other address line must be provided. However, up to a maximum of five lines are available for the address, if required.

5.5.1 Secondary addressable object name (SAON)

The secondary addressable object name (SAON) is the flat, apartment name or number or other sub-division of a dwelling (sub-dwelling) eg 'Flat 2b'.

5.5.2 Primary addressable object name (PAON)

The primary addressable object name (PAON) is the dwelling name and / or number eg '27'.

5.5.3 Street

Street name or street description that has been allocated to a street by the street naming authority eg 'Lane Street'.

5.5.4 Locality

The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right eg 'Local Area'.

5.5.5 Town

The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district eg 'Townbury'.

5.5.6 Administrative area

The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group, or London eg 'Countyshire'.

5.5.7 Post town

The post office usually assigns these based on sorting office eg 'Postal town'.

OR

5.5.8 Address line 1

First Line of Address eg 'Flat 2b'.

5.5.9 Address line 2

Second Line of Address eg '27, Lane Street'.

5.5.10 Address line 3

Third Line of Address eg 'Local Area'.

5.5.11 Address line 4

Fourth Line of Address eg 'Townbury'.

5.5.12 Address line 5

Fifth Line of Address eg 'Countyshire'.

AND

5.5.13 Postcode

The code allocated by the post office to identify a group of postal delivery points eg 'XX99 9XX'.

6. Childminders

6.1 Childminder agencies

Since September 2014 childminder agencies (CMAs) have been able to register with, and be inspected by, Ofsted. Agencies are not childcare providers as they will not directly provide childcare, but, once registered with Ofsted, agencies will be able to register individual childminders (and childcare providers on domestic premises) who will provide this service. This means that individual childminders will have a choice: either register directly with Ofsted; or, register with a CMA.

The introduction of CMAs alters the method used by local authorities to collect data and means that the authority will have to collect data from both CMAs (on behalf of all childminders registered with the agency) as well as from independent childminders.

6.1.1 Independent childminders

Independent childminders who are registered with Ofsted will be required to submit a childminder return to their local authority.

Local authorities with childminder networks (who previously submitted aggregated returns for the network) are now required to submit an individual return for each independent childminder.

6.1.2 Childminder agencies

CMAs will be required to submit an individual level return for each childminder registered with them to the childminder's home local authority (ie the local authority within which geographical area the childminder is located).

In both instances (6.1.1 and 6.1.2) the childminder and any colleagues working with them, are recorded as the number of staff. For example, a childminder working together with another childminder and an assistant would be recorded as three staff.

Please note: The [Childcare Act 2006](#) indicates that if four or more adults work together to provide childcare on domestic premises then they are either classified as an early or later years childcare provider or both (depending on which Ofsted register they are registered on). Therefore, an individual childminder working with three or more adults will need to be recorded as an early years provider (private, voluntary or other) in the census.

6.1.3 Childminder provider category

The childminder provider category is completed by providers with a category of 'CHMD' (childminder).

Code	Description
AGY	Part of a child-minding agency
IND	Individual child minder

7. Further information

For further advice on the completion of any part of the census return, providers should contact their local authority in the first instance.

If there are any questions which the local authority cannot resolve, then these should be directed to the department's Service Desk by completing a [service request form](#).

This document is posted on the department's [website](#).

8. Codesets

Gender

Code	Description
0	Not known (gender has not been recorded). Also covers gender of unborn child.
1	Male
2	Female
9	Not specified (indeterminate; unable to be classified as either male or female)

SEN provision

Code	Description
N	No special educational need
S	Statement
E	Education, health and care plan
K	SEN support

Please note: Statements were phased out from September 2014 and no new statements may be issued. Statements will cease from 2018.

Category of EY provider

Code	Description
PRIV	Private
VOLY	Voluntary
INDS	Registered independent school
LADN	LA day nursery
OTHR	Other
CHMD	Childminder

EY setting type

Code	Description
DNS	Day nursery
PPS	Playgroup or pre-school
NUR	Nursery school
FCI	Family/combined/integrated centre
SSM	Sure start children's centre - main centre site
SSL	Sure start children's centre - linked provider
OTH	Other

EY day care

Code	Description
F	Full day
S	Sessional day
O	Other day care

Annex A – Data collection template

Data collection template for private, voluntary and independent providers of early education for children aged two, three and four years old (as at 31 December 2015)			
January 2015			
Action by: xx/xx/2016			
Date of issue: xx/xx/2016			
Section 1A - Provider details [for ALL returns]			
Local authority name			
Local authority number			
LA Establishment URN (issued to provider)			
OFSTED URN (if applicable)			
Provider name	1a		
Postcode	2a		
Telephone	3a		
Email address	4a		
Contact forename(s)	5a		
Contact surname	6a		
Contact position	7a		
Section 1B – Childminder agency details [where providers are registered with an agency]			
Local authority name			
Local authority number			
OFSTED URN			
Agency Name	1b		
Postcode	2b		
Telephone	3b		
Email address	4b		
Contact forename(s)	5b		
Contact surname	6b		
Contact position	7b		
Section 2 - General details of provision (ie boxes 8 to 52) Note: This relates to ALL children in your care			
Section 2A - Category of provider			
i. Private	8		Go to boxes 15-37
ii. Voluntary	9		Go to boxes 15-37
iii. Registered independent school	10		Go to box 38
iv. Local authority day nursery	11		Go to box 38
v. Childminder type	12		Go to box 38
vi. Other	13		Go to box 14
If you have ticked 'other' (box 13) please specify:	14		Go to box 38

Section 2B - to be completed by private or voluntary providers only

Type of care (as specified in your OFSTED registration document)

	Full day care	Sessional day care	Other day care
i. Day nursery	15 <input type="text"/>	22 <input type="text"/>	29 <input type="text"/>
ii. Playgroup or pre-School	16 <input type="text"/>	23 <input type="text"/>	30 <input type="text"/>
iii. Nursery school	17 <input type="text"/>	24 <input type="text"/>	31 <input type="text"/>
iv. Family/combined/integrated centre	18 <input type="text"/>	25 <input type="text"/>	32 <input type="text"/>
v. Sure start children's centre - main centre site	19 <input type="text"/>	26 <input type="text"/>	33 <input type="text"/>
vi. Sure start children's centre - linked provider	20 <input type="text"/>	27 <input type="text"/>	34 <input type="text"/>
vii. Other	21 <input type="text"/>	28 <input type="text"/>	35 <input type="text"/>
If you ticked 'other' type (boxes 21,28 and 35) please specify:	36 <input type="text"/>		
If you ticked 'other' care (boxes 29-35) please specify:	37 <input type="text"/>		

Section 2C

If you are not open on the census date please record your hours during a normal week.

	Yes	No
Are you continuously open during the day?	38 <input type="text"/>	39 <input type="text"/>
Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?	40 <input type="text"/>	41 <input type="text"/>
Do you work in partnership with another establishment to provide funded early education?	42 <input type="text"/>	43 <input type="text"/>
How many hours are you open each week?	44 <input type="text"/>	
How many weeks are you open each year?	45 <input type="text"/>	
How many weeks in the current calendar year is the provider open and funded by the local authority ?	46 <input type="text"/>	

Staff

Total number of teaching staff, both paid and unpaid?	47 <input type="text"/>
Total number of teaching staff that have qualified teacher status (QTS)?	48 <input type="text"/>
Total number of teaching staff that have early years teacher status (EYTS)?	49 <input type="text"/>
Total number of teaching staff that have early years professional status (EYPS)?	50 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children?	51 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children and have qualified teacher status (QTS)?	52 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children and have early years teacher status (EYTS)?	53 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children and have early years professional status (EYPS)?	54 <input type="text"/>

Number of children by age

Number of 2 year olds?

55

Number of 3 year olds?

56

Number of 4 year olds?

57

Section 3: Child level data items

Child level data is required from any PVI setting where one or more of their children (aged 2, 3 and 4 years as at 31 December 2015) are receiving early education funded by the department.

[illegible]

Annex B – Guide for data collection template

Information about children

Please record the normal situation during the week beginning 18 January 2016. If children are temporarily absent, for example, sick or on holiday, please include them. If the provider was temporarily closed for any reason, record the situation which would have applied during the week.

Section 2: General details of provision (ie boxes 8-52)

Note: This relates to ALL children in your care.

Section 2A - All types of provider must complete this section

Please tick the appropriate box to indicate the type of facility that you provide having read the guidance below.

If you are a private or voluntary day nursery, pre-school / playgroup or nursery school on the premises of or as part of a family / combined / integrated centre, please enter a tick in either section 2Ai or 2Aii and then complete section 2B.

If you are a private or voluntary provider delivering early years provision as a sure start children's centre main centre or as a linked provider, please enter a tick in section 2Ai or ii.

A childminder may be either independently registered with Ofsted or registered with a childminder agency which is registered with Ofsted.

Section 2B: Private or voluntary providers only

You must complete this section if you have ticked either of boxes 2Ai or ii (boxes 8 or 9)

Provision for funded early education is categorised / classified as full day care and sessional day care. These are defined as :

Full day care: Facilities that provide day care for children under 8 for a continuous period of 4 hours or more in any day in premises which are not domestic premises. Boxes 15-21.

Sessional day care: Facilities where children under eight attend day care for no more than five sessions a week, each session being less than a continuous period of four hours in any day. Where two sessions are offered in any one day, there is a break between sessions with no children in the care of the provider. Boxes 22-28.

If you are a private or voluntary day nursery, pre-school / playgroup or nursery school on the premises of or as part of a family / combined / integrated centre, you should have already ticked either section 2Ai or ii. Now tick section 2Bi, ii, iii, iv, v or vi. Tick 2Bvii only where section 2Bi, ii, iii, iv, v or vi do not apply.

Other type: this category should only be used when a provider definitely does not fit into either of

the categories in section 2Bi, ii, iii, iv, v or vi (boxes 21, 28 and 35).

Other care: this category should only be used when a provider definitely does not fit into full day care and sessional day care (boxes 29-35).

Section 2C - Information about staff in this survey should relate to those who have been present in the week beginning 18 January 2016. If unusual circumstances occur that week (ie if premises were unavailable), please record usual staffing levels.

QTS is the recognised level of qualification for teachers in most schools. Staff may have followed different routes to achieve this status including the successful completion of an approved course of initial teacher training. Those with QTS will have demonstrated that they meet the requirements of the Teacher Standards.

Early Years Teacher Status (EYTS) is a professional accreditation endorsed by government for graduates who have demonstrated that they meet the requirements of the Teachers' Standards (Early Years). The standards focus on high quality practice with the birth to five age range. This status was introduced in September 2013.

Early Years Professional Status (EYPS) is a professional accreditation endorsed by government for graduates who have demonstrated that they meet the requirements of the EYPS standards. The standards focus on high quality practice with the birth to five age range. The EYPS training programme was closed to new entrants in September 2013 and has been replaced by the EYTS programme.

Section 3: Child level data items

Child level data is required from any PVI setting where one or more of their children (aged 2, 3 and 4 years as at 31 December 2015) are receiving early years education that is funded by the department via the local authority .

Child data is required for all children aged 2, 3 and 4 years as at 31 December 2015 that are receiving early education funded by the department via the local authority .

Child identifiers

Surname

Forename

Date of birth - The child's date of birth.

Gender - Gender of child.

Child preferred surname - The surname most commonly used in the provider.

Child characteristics

Child ethnic code - The codes collected will be those specified for use by the local authority

which can be found in [CBDS](#)

Funded hours - The number of hours funded by a local authority for the child at the provider (to the nearest 0.5 hour)

Hours at provider - The total number of local authority funded hours and unfunded hours that the child spends at the provider (to the nearest 0.5 hours).

Total funded spring hours - Where the provider is funded for more than 38 weeks of the year, the number of hours for which the local authority is paying for the child between 1 January and 31 March (to the nearest 0.5 hours).

Child SEN

SEN provision - Provision types under the SEND code of practice.

Home information

Postcode - The code allocated by the post office to identify a group of delivery points.

Address line 1 - First line of address.

Address line 2 - Second line of address.

Address line 3 - Third line of address.

Address line 4 - Fourth line of address.

Address line 5 - Fifth line of address.



Department
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